

Summer Food Service Program Internet Application Manual

Revised March 2010

*Your 'how to' guide for successful
submission of the SFSP Application*

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Overview of Application Process

The Summer Food Service Program (SFSP) requires the annual submission of an application or contract to participate in the SFSP. This Manual will help you to navigate through the on-line application process. If you have any questions after reading through the Manual please contact Amy Kolano at 608-266-7124.

What can on-line contracts do for you?

Decrease the time you spend on the application process! Much of the information that is entered will 'roll-over' the following year and require that the Agency only update that information.

Why is it important to follow this Manual?

The Manual provides you with step-by-step instructions for each screen you will need to complete. Following these instructions will help prevent loss of data and prevent frustration on the part of the Enterer!

What do you need to know prior to entering the application information?

Everything that is part of the Application! You need to be prepared BEFORE sitting down at the computer to complete the application process. The following is an outline of what will be asked for:

- **General Information:**
 - name, address, phone number of the sponsoring agency
 - dates of operation for the entire summer operation
 - copy of your federal tax exempt status (if new)
 - decision on whether to request an advance in payment
 - decision on whether or not your agency is eligible and wants to purchase commodities
 - decision on whether to pick up or have commodities delivered
 - completed Vendor Agreement if purchasing meals from a vendor (if over \$100,000 invitation to bid and bid schedule must be submitted to DPI prior to award)
 - planned summer menus if a new sponsor or concerned about meeting the Meal Pattern Requirements
 - completed media release (if not using the DPI prototype)
 - completed Letter to the Health Department (everyone)
- **Administrative Personnel**
 - Names, title, number of hours devoted to SFSP, salary per hour
- **Budget Information**
 - Estimated income to be used to finance the SFSP
 - Operational budget (food, non-food supplies, food service labor, kitchen utilities, cost of transporting food or children, delivery truck rental, etc.)

Overview of Application Process Continued

- Administrative budget (administrative labor - monitoring, completing the application, claims; administrative utilities, postage, office supplies, etc.)
- **Sponsor Management Responsibility**
 - Name of person(s) with various management responsibilities, titles
- **Sponsor Training Sessions**
 - Name of person(s) conducting the training, training date(s), topics to be covered
- **Civil Right Pre-Award Compliance Review Information**
 - Estimate of the racial ethnic make up of the children you will be serving in the SFSP
 - Efforts made to assure that minority populations have an equal opportunity to participate
 - Effort made to contact minority and grassroots organizations
 - List of federal agencies providing financial support to the sponsoring agency
- **Site Application Detail**
 - Name, address and phone number of site(s)
 - Name of site supervisor
 - Type of site and how it is eligible (supporting documentation of eligibility may be required to be mailed or faxed in to DPI)
 - Whether or not the site participates in any other Child Nutrition Programs
 - Tentative monitoring dates for each site
 - Decision on whether or not to request a waiver of the first week visit (done on a site-by-site basis)
 - Names of monitors
- **Site Meal Service Information**
 - Decision on whether or not there is a need to request a meal pattern exception or variation (usually only requested if serving very young children)
 - For School Program Only - decision on which menu planning system and offer vs serve provision to use for each site
 - Location of site(s) (indoor or outdoor), how many children can eat at one time, how meal service will be supervised
 - Meal count procedure for each site
 - Whether or not the site had participated in the SFSP in prior years, if 'yes', with which sponsor
 - Whether or not meals are prepared on-site or delivered
 - How meals are stored on-site
- **Food Service Personnel Information**
 - Name of food service person(s) at each site, total numbers devoted to SFSP, salary per hour, food service duty, dates of employment
- **Session Information**
 - Dates of operation for each site, number of days operating each month, operating days of the week and types of meal services requested
 - Estimated number of children to be served at each site
 - Estimated number eligible for free/reduced price meals

- Beginning and ending time of meal service

- ***New Agencies Only***

In order to access the on-line application, new agencies (those that have not operated ANY child nutrition program) must obtain a temporary agency code and password. Please contact the DPI office at (608) 267-9129. A permanent agency code and password will be provided to you upon approval of your application.

What kind of documents still need to mailed/faxed/e-mailed to DPI?

All sponsors must submit a copy of the Letter to the Health Department. New sponsors will need to also submit a copy of the signed Agreement/Policy Statement. For prior year sponsors, a copy of the signed Agreement/Policy Statement is on file at DPI. The agency will need to "Agree" to the terms of the Application, Agreement, and Policy Statement each year on-line. Agencies should download the Agreement from the Certification page and read prior to clicking on the "I Agree" button.

If a sponsor chooses to use a different media release than the one provided by DPI, the media release must be sent to DPI for approval. If an agency plans to provide meals using the Child and Adult Care Meal Pattern or is requesting another type of meal pattern variance, this request must be submitted in writing. Vended sponsors must submit a signed Vendor Agreement. If the vendor agreement is over \$100,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to award. In addition to the above, all new sponsors must provide a copy of their agency's 501(c)(3) status (if a Private Non-Profit Organization) and a copy of their planned menus.

Questions throughout the on-line application will trigger the need to submit the above items. After entering all application information, you will be reminded of the documents that need to be forwarded to DPI in order for your application to be approved.

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Basic Application Navigation Instructions

LINKS TO A PRIOR PAGE – In order to return to a prior page/screen that you have already visited, you must click on one of the 'links' at the bottom of the screen. The name of the link will tell you what screen you will go to. These links are in a horizontal row at the bottom of the screen and are a different color than the regular printing on the entry pages.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

LINKS TO OTHER PAGES – If a portion of text is underlined, i.e., Site Information, this means that if you click on this underlined text you will go to a different web page, called a "linked-page" or "link". If you go to a link on another page by clicking on the underlined text, the next time you are in the same menu the link will be a different color. This is controlled by your browser (Netscape or Internet Explorer).

GO BACK TO PREVIOUS PAGE – To return to a page you were just on (or others before that) just click on the "Back" button on the Internet Menu on top of the page, on the left side of the screen.

Remember that you must go forward to the next page to automatically save new information that you have entered. If you simply click on the "Back" icon at the top of the screen your newly entered data **WILL NOT BE SAVED** when you return to the page.

GO FORWARD TO A PAGE – You may only go forward to a page by clicking on the link that will send you to the appropriate site. However, if you have used the "Back" button (#4 above) you may then use the "Forward" button at top of screen to return to a page you have already entered.

TIME LIMITATIONS – A timer starts from the moment the application site is entered. If there is no activity at all for 30 minutes, the user will get an error message and has to return to the main "Login" screen. Any movement on a page at all, such as going from one screen to another or even just moving to another entry field on the same page will reset the 30-minute timer. This limit is set up so that users do not log in to the FNS site and stay on it all day without entering any information.

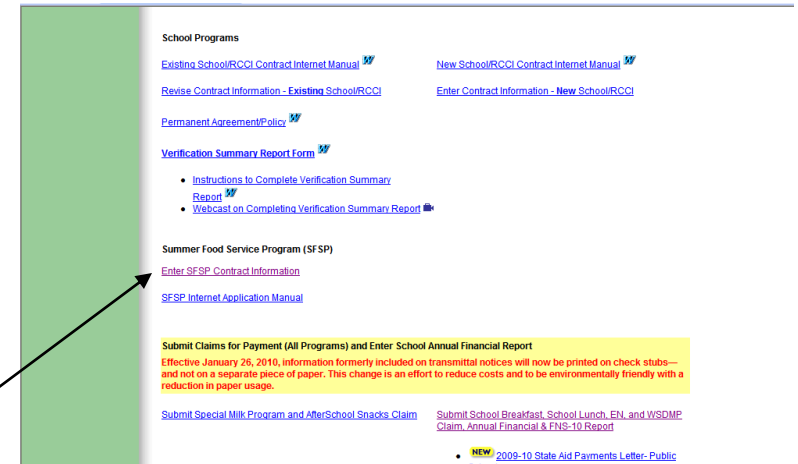
EXIT PROGRAM – Blue boxes at the top of the screens include "Logout." Click on this "Logout" box to exit from the entire program. **If exiting the system before completing the contract, be sure to click on the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.**

ACCESS CONTRACT AFTER FINAL DPI APPROVAL – After the completed agency contract has been approved by the assigned consultant at DPI, the sponsoring agency can access the contract to print or update information. Access the DPI site at: <http://dpi.wi.gov/fns/index.html>. You will then use the permanent Agency Agreement Number (Agency Code) assigned after final contract approval.

Logging onto the Website

1. **Open the Internet Browser.** You may use either Internet Explorer or Netscape. Screens will appear differently on each. Internet Explorer is recommended, but data will be accepted from either.
2. **Use the mouse to click on the “Location area”** at the top of the Browser page. Entire ‘address link’ should be highlighted to start with. If not, highlight it with mouse.
3. **Type the following:** <http://dpi.wi.gov/fns/index.html> to replace ‘address link’. Press Enter to go to site. (**Bookmark site at this point, NOT at later pages**).
4. **Scroll down to On-Line Services, Enter and Revise Contracts (CACFP, School Programs, SFSP):** Under the Summer Food Service Program heading. Choose “Enter SFSP Contract Information”. A link to the Manual is also provided here.
5. Enter the Agency's permanent Agency Code and Password. Note: the password will be the same as the password used by your agency to submit reimbursement claims. If your agency code starts with a zero, do not include the leading zero(s) in your agency code. For example, if your agency code is 01-2345, you would enter 12345 as your agency code. Enter the password as it was assigned to you. When done, click on the “Submit” button.

For New Agencies: enter the temporary agency code and password. After your application has been approved, you will receive your permanent agency code, site code(s) and password.



6. Select “**Summer Food Service Program**” from the Main



Logging onto the Website Continued

7. Select **"Contract"**



8. Select **"Submit Contract"**



SFSP Contract Preparer/Enterer Information

Each time you enter the FNS system to submit or revise contract information, you will be asked to enter the name and contact information for the person who is entering the data.

1. Enter the “Preparer/Enterer Name and Contact Information” for the person actually entering the information or who can answer questions on the information given.
2. An email address for the Contract Preparer/Enterer is required.
3. Click on the “Continue” button at the bottom of page when you have finished entering the information.
4. Start entering information on the “Summer Food Service Program, General Information” page. Be sure to complete the Sponsor Application and the Site Application(s) prior to submission to DPI.

The screenshot displays the Wisconsin Department of Public Instruction (DPI) website. The header features the DPI logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with links for "Home-Day Care", "School Nutrition Program", "Community Nutrition Program", "Summer Food Program", and "Logout". A secondary navigation bar includes "Home", "Contract", and "Submit Contract" links. The main content area is titled "Summer Food Service Program (2010) Application Contract Enterer Information" and "10014 - Adams-Friendship School District". A form titled "[Contract Preparer/Enterer Information]" is displayed, with instructions: "Please fill in all requested information. It will be used to contact the agency for any questions regarding the submitted Application." The form contains input fields for "First Name", "Last Name", "Phone Number" (with separate fields for area code, number, and extension), and "Email". A "CONTINUE" button is located at the bottom of the form.

General Information

Most of the fields will be automatically filled in with prior year's information. Please be sure to review all fields. Enter information where empty and update as necessary.

1. The Agency Code should have automatically been transferred to this page.
2. Enter the Agency Name.
3. Select Sponsor Type. If "Private" is selected new sponsors will be required to submit a copy of the Agency's Federal Tax Exempt Status - 501(c)(3).
4. Enter the Agency's EIN Number.
5. Select the County in which the Agency is located.
6. Select Sponsor Status
7. Enter Agency Street and Mailing Addresses
8. Enter Contact Information for the Authorized Representative of the SFSP.
 - Phone number: Enter only digits, no () or - or .
 - Person Signing: If someone else is authorized to sign the Claim Form, enter the name of that person. If not, re-enter the name of the Authorized Representative.
9. Enter the beginning and ending Dates of Operation for the SFSP and provide Total Days of Operation for entire program.
10. Select Meal Preparation Type:
 - Self-preparation Sponsor: The sponsor prepares the meals which will be served at its site(s), and does not contract with a FSMC or vendor for the preparation of all or a portion of the meals.
 - Vended Sponsor: Sponsors that contract with a FSMC or vendor solely for the purpose of preparation of meals for the SFSP.
11. Select Provider Type and Enter Provider Name.

The screenshot shows the 'General Information' section of the 'Summer Food Service Program (2010) Application' form. The header includes the Wisconsin Department of Public Instruction logo and navigation tabs for Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The form title is '10014 - Adams-Friendship School District'. Instructions state: 'To apply for participation in the Summer Food Service Program (SFSP) complete the application along with site(s) information and submit it to DPI. Collection of this information is a requirement of the SFSP.' The form fields include: Agency Name, Sponsor Type (dropdown), Federal Employer Identification Number, County (dropdown), Sponsor Status (dropdown), Agency Street Address (Street Address, City, Zip), Mailing Address (Street/P.O. Box, City, Zip), Authorized Representative (First Name, Last Name, Title dropdown set to 'Food Service Director', Phone Number), Person Signing, Intended Dates of Food Service Program Operation and Meal Preparation Information (Program Start Date, Program End Date, Total Days of Operation, Meal Preparation type with radio buttons for Self-prep and Vended, and a checkbox for vended waiver), Meal Provider Type (dropdown), Provider Name, and a 'Check all that apply to your agency' section with multiple checkboxes for various requirements like USDA commodities, advance payment, year-round services, and prior participation. At the bottom, there are fields for Prior Agency Code, Prior State (dropdown set to Wisconsin), and Prior Year (dropdown).

General Information Continued

Sponsors that purchase meals from a vendor must submit a signed copy of the current Vendor Agreement between the sponsor and the vendor. A sample vendor agreement can be found in the SFSP Administrative Guidance Manual attachments under Section 4, Meal Service. If the amount of the contract exceeds \$100,000, a copy of the invitation to bid and bid schedule must be submitted to DPI prior to the award.

12. Check all boxes that apply to your agency:

- **USDA Commodities** - Self-preparation SFSP sponsors as well as those sponsors that purchase meals from a school are able to elect to receive USDA commodities. Sponsors, other than School Food Authorities, that contract with a Food Service Management Company (FSMC) or a non-school vendor are not eligible to receive commodities. Select the option by which the agency wishes to receive commodities – “pick-up” or “delivery”.
- **Advance Payments** - Advance payments are made upon request. The amount of advance is determined from the SFSP budget and estimated meals to be served. In some cases actual performance from the prior summer may be used determine the amount of the advance. Advance payments will be deducted from future reimbursement payments. Advance payments are made on a monthly basis. Sponsors must request the advance at least 30 days prior to the payment dates of June 1, July 15, and August 15. Second month's advance payments are made when a sponsor operates for more than one month and submits the required PI-1491, Certification for Second Month's Administrative and Operational Advance. School Food Authorities are exempt from this requirement. The PI-1491 can be found in the SFSP Administrative Guidance Manual, back pocket.
- **Menus** - New sponsor **MUST** select the statement indicating the applicant plans to submit menus to DPI to review. All other sponsors may select this option as they feel necessary.
- **Media release** - If the agency does **NOT** opt to use the DPI prototype a copy of the media release to be used for publicizing the SFSP must be submitted for DPI approval.

13. Check all the other USDA programs the agency participates in. Sites participating in the SFSP are not eligible to participate in the Special Milk Program for the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. If CACFP is selected, the applicant must submit a full description of the site services/enrollment changes for consideration.

Check all that apply to your agency		
<input type="checkbox"/> Applicant is requesting USDA commodities Value If requesting commodities, Select delivery option <input type="text"/>		
<input type="checkbox"/> Applicant is requesting advance payment for administrative costs		
<input type="checkbox"/> Applicant is requesting advance payment for operational costs		
<input type="checkbox"/> Applicant provides year-round services to the area or community served by the Summer Food Service Program such as neighborhood recreation services, program for elderly, social services for families, etc.		
<input type="checkbox"/> Applicant / organization or any person working for the agency/organization has been terminated or has been seriously deficient in the operation of the Summer Food Service Program or any Child Nutrition Program		
<input type="checkbox"/> Applicant expended \$500,000 or more in total Federal awards during the prior Federal Fiscal Year.		
<input type="checkbox"/> Applicant plans to submit 2-4 weeks of planned menus to DPI to review. (New Sponsor must select this option)		
<input type="checkbox"/> Applicant will be using the media release prototype provided by DPI to notify the public of the agency's operation of the SFSP. (If using another format, please submit to DPI for approval)		
<input type="checkbox"/> Applicant participated in the Summer Food Service Program in prior year		
Prior Agency Code <input type="text"/>	Prior State <input type="text" value="Wisconsin"/>	Prior Year <input type="text"/>
Check all the USDA program in which agency/organization participates		
<input type="checkbox"/> None	<input type="checkbox"/> Child and Adult Care Food Program	<input type="checkbox"/> National School Lunch Program
<input type="checkbox"/> School Breakfast Program	<input type="checkbox"/> Food Distribution Program (Commodity)	<input type="checkbox"/> Special Milk Program
Description of the method used to secure corrective action if problems are observed at a site, including plans for follow-up and explanation of when a site would be closed. <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		

CONTINUE

14. Enter the Description of the method used to secure corrective action if problems are observed at a site.

15. Click the "Continue" button at the bottom of the screen.

Sponsor Administrative Personnel Information

1. Enter sponsor personnel (names, title, # hours devoted to SFSP, salary per hour, prior work with other SFSP sponsors and/or FSMCs) who will be responsible for administering the Summer Food Service Program. Use the 'New Record' button at the bottom of the screen to add more personnel to the list. Click "Save". To delete a name, click on the name of the person and then click on the 'Delete' button.

As with the rest of the budget, if administrative personnel change after submission of the SFSP application, an amendment must be made. The total of the Administrative Salaries will be carried over to the Operational and Administrative Budget page.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit/Cancel

Summer Food Service Program (2010) Application
Sponsor Administrative Personnel Information
10014 - Adams-Friendship School District

Administrative Personnel
Review and update personnel information for those who will be responsible for administering the Summer Food Service Program (SFSP). To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Administrative Person First Name	Administrative Person Last Name	Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Does Person Work For Other SFSP Sponsor or FSMC?
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NEW RECORD CONTINUE

[Sponsor Info]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home

Summer Food Service Program (2010) Application
Modify, Delete Selected Sponsor Administrative Personnel Information
10014 - Adams-Friendship School District

Administrative Personnel
Provide the names, titles, hours spent on SFSP and Salaries of the staffing personnel. Indicate if personnel work for another SFSP or FSMC. To Modify information change data and click save button. To delete the record click delete button.

Administrative Person First Name
Administrative Person Last Name
Title of Administrative Position (i.e., Director, Bookkeeper, Monitor, Clerical)
Total Hours Devoted to SFSP
Salary Per Hour, If Volunteer Enter Zero
Does Person Work For Other SFSP Sponsor or FSMC? [Yes No]

BACK SAVE DELETE

[Sponsor Info]

Personnel Working for Other Sponsors and/or FSMCs

If "yes" was selected on the prior page to the question "Does Person Work for Other SFSP Sponsor or FSMC":

1. Click on the name of the person listed.

The screenshot shows the 'Administrative Personnel' section of the application. It includes a table with columns for First Name, Last Name, Other Sponsor Name, Other Sponsor/FSMC Address, City, Zip, State, and Phone. The first row contains the name 'Amy Kolano'. A 'CONTINUE' button is located below the table. Navigation links for '[Sponsor Info]' and '[Admin Personnel]' are at the bottom.

First Name	Last Name	Other Sponsor Name	Other Sponsor/FSMC Address	City	Zip	State	Phone
Amy	Kolano						

[CONTINUE](#)

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#)

2. Enter name of sponsor/FSMC and address for each affected administrative employee.

3. Click on "Save"

The screenshot shows the 'Update Selected Personnel' form for the administrative employee 'Amy Kolano'. It contains input fields for 'Other Sponsor Name', 'Other Sponsor/FSMC Address', 'City', 'Zip', 'State' (a dropdown menu currently showing 'Wisconsin'), and 'Phone'. 'BACK' and 'SAVE' buttons are at the bottom of the form. Navigation links for '[Sponsor Info]' and '[Admin Personnel]' are at the bottom of the page.

[BACK](#) [SAVE](#)


[\[Sponsor Info\]](#) [\[Admin Personnel\]](#)

Operational and Administrative Budget Information

The SFSP requires the sponsor to maintain a non-profit food service account and a program specific budget. Amendments to the budget may be made after submission to DPI.

Entering data on this page - do not use commas; Enter '0' when you have no expenses for a line item.

1. Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program. The SFSP reimbursement rates, found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments, will be helpful in estimating expected income. **If Estimated SFSP Reimbursement will not cover the cost of the Program, you MUST enter income into the "Other Income:" line. Total Income must be equal to or more than Combined Total Expenses.**
2. Operational and Administrative Budget. Enter all operational and administrative cost associated with the SFSP. Please refer to Chapter 4, Program Payments in the SFSP Administrative Guidance Manual for more information regarding allowable vs. unallowable program costs. Note that in order for an item to be allowed as a SFSP cost (either operational or administrative) documentation must be on file to support the expense. Examples of support documentation can be found in the SFSP Administrative Guidance Manual attachments under Section 8, Program Payments. Please note that if equipment and/or office space is rented for the SFSP, rental agreement(s) must be submitted to DPI.
3. If estimated the Total Income **exceeds** the combined total operational and administrative expenditures, describe how excess funds will be used in the text box provided at the bottom of the page.
4. Click "Continue" when finished.


WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care
School Nutrition Program
Community Nutrition Program
Summer Food Program
Logout

Home
Submit Contract

Summer Food Service Program (2010) Application
Income, Operational and Administrative Budget Information

10014 - Adams-Friendship School District

Indicate the expected income from all sources that will be used to help finance the Summer Food Service Program.
Enter \$ Amount with NO commas. Only decimal is allowed.

Income Source	Income Amount (\$)
Net Income Carried Over From PRIOR Summer	0
Estimated SFSP Reimbursement THIS Summer	79500.00
Donations	0
Others	0

Operational and Administrative Budget

SFSP Operational Expenditures	Budgeted Operation Costs (\$)
Food	35000.00
Total Labor Salaries	0
Other Operational Labor	32000.00
Nonfood Supplies	3200.00
Utilities	0
Kitchen or Truck Rental	0
Equipment Rental	0
Transportation Children or Food (Rental)	0
Transportation Children or Food (Mileage)	2600.00
Other	400.00
Total Budgeted Operation Costs	73200.0

SFSP Administrative Expenditures	Budgeted Administrative Costs (\$)
Total Administrative Salary	1400.00
Office Space Rental	0
Office Supply	100.00
Transportation Admin. and Monitors (Rental)	0
Transportation Admin. and Monitors (Mileage)	500.00
Utilities	0
Telephone	0
Postage	200.00
Legal Fees	0
Use Allowances	0
Other	0
Total Budgeted Administrative Costs	2200.0

Explain how excess funds will be used if SFSP income exceeds SFSP expenditures.(1000 or Less Character)

CONTINUE

Sponsor Management Responsibilities

- Identify by name and title the persons responsible for:
 - Approving Purchases or Rentals
 - Approving Number of Regular or Overtime Hours of Employees
 - Reporting Participation and Cost Data; Preparing Claims for Reimbursement
 - Coordination of Site Supervisors
 - Coordination of Monitoring Requirements

Click on "New Record" to add people to the list.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

**Summer Food Service Program (2010) Application
Sponsor Management Responsibility Information**

10014 - Adams-Friendship School District

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "New Record" button. To drop personnel from the list select the person and press "Delete" button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
<div> </div>				

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

- Enter or change information. Click "Save" when finished.

- Click on "Continue" when finished.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home

**Summer Food Service Program (2010) Application
Add Personnel for Management Responsibility Information**

10014 - Adams-Friendship School District

Provide the names, titles and management responsibility of the staffing personnel and click save button to save the data. Click 'Back' button to go back without saving.

Person First Name	<input type="text"/>
Person Last Name	<input type="text"/>
Title of Management Position	<input type="text"/>
Responsibility of Management Position	Approving Purchases or Rentals
Other	<input type="text"/>

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

**Summer Food Service Program (2010) Application
Sponsor Management Responsibility Information**

10014 - Adams-Friendship School District

Review and update information for those who will be responsible for management responsibilities. To add new personnel click "New Record" button. To drop personnel from the list select the person and press "Delete" button.

Person First Name	Person Last Name	Title of Management Position	Responsibility of Management Position	Other
Amy	Kolano	Coordinator	Approving Purchases or Rentals	
Amy	Kolano	Coordinator	Approving Regular or Overtime Hours for Employees	
Amy	Kolano	Coordinator	Reporting Participation and Cost Data; Preparing Claims	
Amy	Kolano	Coordinator	Coordination of Site Supervisors	
Amy	Kolano	Coordinator	Coordination of Monitoring Requirements	

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget]

Sponsor Training Session

It is required that sponsor administrative and operational personnel receive training annually. These training sessions are to be documented and kept on file. Sample training documentation forms can be found in the SFSP Administrative Guidance Manual attachments under Section 9, Recordkeeping.

1. To enter a training session, click on "New Record". To update information already listed, click on the name of the trainer.
2. Select the training type (administrative or operational) and enter the name of the person(s) providing the training, dates of each session, and session topics. Click "Save". Use the "Delete", as necessary.
3. Continue to add training sessions as necessary by clicking on "New Record".
4. Click "Continue" when finished.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
Sponsor Training Session Information

10014 - Adams-Friendship School District

Review and update training session(s) listed below. To add a new training session click 'New Record' button. To drop a session from the list select the session and press 'Delete' button.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date	Session Topic
Amy	Kolano	Admin	05/01/2010	contract, claim, monitoring, civil rights
Amy	Kolano	Oper	06/01/2010	menu, meal counting, civil rights, sanitation, etc

NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home Submit Contract

Summer Food Service Program (2010) Application
Sponsor Training Session Information

10014 - Adams-Friendship School District

Review and update training session(s) listed below. To add a new training session click 'New Record' button. To drop a session from the list select the session and press 'Delete' button.

[Training is Mandatory for all sponsor and site personnel]

Trainer First Name	Trainer Last Name	Training Type	Session Date	Session Topic
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NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care School Nutrition Program Community Nutrition Program Summer Food Program Logout

Home

Summer Food Service Program (2010) Application
Modify, Delete Selected Personnel for Training Information

10014 - Adams-Friendship School District

Provide the training information of the staffing personnel. To Modify information change data and click save button. To delete the record click delete button.

Training Type: Admin

Trainer First Name: Amy

Trainer Last Name: Kolano

Session Date: 5/1/2010 [MM/DD/YYYY]

Session Topic: contract, claim, monitoring, civil rights

BACK SAVE DELETE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility]

Civil Rights Pre-Award Compliance Review Information

1. Provide an estimate of the racial and ethnic make-up of the participants to be served by the SFSP. Prior year sponsors may use the actual numbers gathered on the Racial/Ethnic Data Form as an estimate if changes in the population served has not changed. Please note that this is a separate count by category. Be sure to total each category.
2. Indicate efforts to assure that minority populations have an equal opportunity to participate – Select 'yes' or 'no' for each area listed.
3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. Note text boxes on this page have a limited number of characters that may be entered. If more are entered an 'error' message will appear.
4. List any Federal agency/agencies providing financial support to your agency.
5. Click "Continue" when finished.

The screenshot shows the 'Civil Rights Pre-Award Compliance Review Information' form for the Summer Food Service Program (2010) Application. The form is for the 10014 - Adams-Friendship School District. It is divided into four main sections:

- 1. (A) ESTIMATE the racial make-up of the participants to be served in your Summer Food Service Program.** This section includes a table for racial categories: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Each category has a text box for the number of children. A 'Total Racial Make-up' box is at the bottom of this section.
- (B) ESTIMATE ethnic make-up of the participants to be served in your Summer Food Service Program.** This section includes a table for ethnic categories: Hispanic or Latino and NonHispanic or NonLatino. Each category has a text box for the number of children. A 'Total Ethnic Make-up' box is at the bottom of this section.
- 2. Indicate efforts made to assure that minority populations have an equal opportunity to participate (check all that apply).** This section includes a table with four rows: 'Have written nondiscrimination policies', 'Publicly post nondiscrimination statement', 'Distribute program information to entire service area', and 'Provide SFSP media release to local media'. Each row has a 'Yes' or 'No' dropdown menu. There is also an 'Other' dropdown menu and a text box for 'If checked 'Other' Please describe: (1000 or less Characters)'.
- 3. Describe efforts made to contact minority and grassroots organization about the opportunity to participate. (1000 or less Characters)** This section includes a text box for 'Phone calls will be made or letters sent to these organizations in our area.'
- 4. List any Federal agency/agencies providing financial support to your agency. (1000 or less Characters)** This section includes a text box for listing financial support.

At the bottom of the form, there is a 'CONTINUE' button. Below the form, there is a navigation bar with links: [Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training].

List of Sites Registered

At this point forward, the information requested will be specific to the site(s) where meals will be served. **All sponsors must have at least one site!**

Sites that have participated in the SFSP in prior years will appear on this page. If the site will continue participation this summer, click on the name of the site to update the site information. If the site will no longer participate, click on the name of the site, scroll down to the bottom of the first page of the site application and click on the "Delete" button.

1. To add sites to the application, click "New Record" to begin entering site information.

DO NOT click on the "Continue" button at the bottom of this page until you have entered ALL information for ALL of the sites (this will include the Site Application, Site Meal Service, Site Personnel and Sessions pages).

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | **Submit Contract**

Summer Food Service Program (2010) Application
List of Sites Registered

10014 - Adams-Friendship School District

Listed below is/are site(s) valid for contract renewal process. Select the site by clicking site number and provide/update site contract information. Follow the same process for all the site(s) Agency wants to bring in the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instruction.


Site No.	Site Name	Type of Site
8513	Adams-Friendship Elementary	Open
8001	Adams-Friendship High School	Open
8081	Adams-Friendship Middle School	Open
8005	Friendship Park	Open
8389	Grand Marsh School	Open
8006	Lion's Park	Open
8007	Oak Ridge Apartments	Open

NEW RECORD **CONTINUE**

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance]

Site Application

1. Enter the Name of the site if it does not automatically appear.
2. Select the County in which the site is located.
3. Enter the Start and End Dates of Operation.
4. Enter the Address and Telephone number of the Food Service Site.
5. Enter the Name of the Site Supervisor.
6. Describe the geographic area to be served by the site. Indicate the name of the school if using elementary, middle school or high school free/reduced data to determine site eligibility. Camps, Upward Bound, and NYSP programs may omit this question.
7. Enter the Percent of Children to be Served by Site Who Meet Eligibility Requirements for Free/Reduced Price School Meals. If using school data, report the percent of students eligible to receive free/reduced price meals in the elementary school listed in above. Please note that school free/reduced data will qualify a site for up to 5 years. The percentages provided on this page may be updated annually or once every 5 years (sponsor's discretion).
8. Check all the USDA Programs (other than SFSP) which this site participates. Sites participating in the SFSP are not eligible to participate in the Special Milk Program during the same time period; sites which participate in the CACFP cannot switch to the SFSP unless: 1) there is a significant change in the services provided, and 2) there is a significant change in enrollment - USDA FNS Instruction 782-4, Rev. 2. Applicants must submit a full description of the site services/enrollment changes for consideration, if applicable.
9. Select the site type and method used to determine it eligible to participate. Submit documentation of eligibility, if required.


**WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION**

[Home](#)
[Home-Day Care](#)
[School Nutrition Program](#)
[Community Nutrition Program](#)
[Summer Food Program](#)
[Logout](#)

Summer Food Service Program (2010) Application Site Application

10014 - Adams-Friendship School District

General Information: Enter numbers like Zip, Phone without hyphen or dashes.

Site Name County

Site Program Start Date [MM/DD/YYYY] Site Program End Date [MM/DD/YYYY]

Street Address City Zip Phone

Name of Site Supervisor (if unknown at this time, provide to DPI prior to beginning of operation):

First Name Last Name

Geographic location and Free/Reduced Information:

Site Area Eligibility Describe geographic area to be served by site. Indicate name of school if using school free/reduced data to determine area eligibility for this site.

Percentage of children to be served by site that meet eligibility requirements for free/reduced price school meals.

Percentage of Children % [00.0] Month Year [YYYY]

Check all USDA Program in which this site participates:

<input type="checkbox"/> None	<input type="checkbox"/> Special Milk Program
<input type="checkbox"/> National School Lunch Program	<input type="checkbox"/> School Breakfast Program
<input type="checkbox"/> Child and Adult Care Food Program	<input type="checkbox"/> Food Distribution Program (Commodity)

Select Type of Site and provide list of supporting eligibility document attached:

Type of Site Closed Enrolled

☐ 1. Public or nonprofit private schools located in the area of the site show that 50 percent or more of the enrolled children are eligible for free or reduced price meal.

☐ 2. Documentation from departments of welfare, education or zoning commissions indicate area is eligible.

☐ 3. Census tract information indicates area is eligible.

☐ 4. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children and thus site eligibility (at least 50% of the children enrolled in the site must be determined "needy").

☐ 5. Eligibility documentation for individual children enrolled in site will be collected and maintained on file from the public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility. This data will indicate that at least 50 percent or more of the enrolled children are eligible for free or reduced price meals.

☐ 6. Upward Bound eligibility documentation for individual children enrolled in the program will be collected and maintained on file. This data will indicate that at least 50 percent or more of the enrolled children meet Upward Bound income requirements.

☐ 7. The site serves predominately children of migrant farm workers.

☐ 8. Household Size-Income Statements will be collected from parents and maintained on file to document the income eligibility for individual children.

☐ 9. Eligibility documentation for individual children enrolled in the site will be collected and maintained on file from public or private school food authority(s) agreeing to release such information for the purpose of determining SFSP site eligibility.

☐ 10. Upward Bound eligibility documentation for the individual children enrolled in the program will be collected and maintained on file.

☐ 11. Children served at the site are bussed from areas that are eligible using school, census or other approved data.

☐ 12. NYSP site complies with the Department of Health and Human Services guidelines for income eligibility for children attending this program.

Site Application Continued

1. Enter Tentative Visit Date(s), Review Schedule and Monitor information for the site. If a waiver of the first week visit is requested, indicate by checking the box provided.
2. Check if the applicant is requesting a Meal Pattern Exception or Variation for this site. If checked, submit request in writing.
3. Check the box provided if the applicant is requesting a Meal Pattern Exception or Variation for this particular site. A separate request will need to be mailed/e-mail to DPI for consideration.

SCHOOL SPONSORS ONLY

4. Select type of menu planning system and offer versus serve provision. School sponsored sites may choose to plan meals following the SFSP Meal Pattern *or* the menu planning system used in the prior school year as indicated and described in the current National School Lunch Program Contract. Check the Menu Planning System used to plan meals for this SFSP site. Please note that the snack meal pattern is the same for all Child Nutrition Programs.

EVERYONE:

5. Provide Meal Service Information.
6. Select Meal Count Procedure for the Site.
7. Check/Select all statements that apply to the food service operation.

NOTE: Everyone must check the three statements regarding meal ordering, food holding, and storage procedures.

8. Click on "Continue" when finished.

Provide Tentative Visit Date(s), Review Schedule and Monitor Information	
Date of Scheduled Preoperational Visit: <input type="text"/> [MM/DD/YYYY]	[Do not enter date if 'Not Applicable']
Date of Scheduled First Week Visit: <input type="text"/> [MM/DD/YYYY]	<input type="checkbox"/> Check to request a waiver-sponsor ensures site staff have SFSP experience, and the site did not have significant operational problems last year.
Date of Scheduled Fourth Week Review: <input type="text"/> [MM/DD/YYYY]	
Monitor First Name: <input type="text"/>	Last Name: <input type="text"/>
Completing Visit/Review: <input type="text"/>	
Select Menu Planning System used to plan meals and Offer Vs Serve provision for SFSP Site (School Sponsored Site Only)	
<input type="checkbox"/> Check if Sponsor requesting Meal Pattern Exception or Variation for this site. Submit detailed request in writing to DPI	
Menu Planning System	
Breakfast	<input type="text" value="SFSP Meal Pattern"/>
Lunch	<input type="text" value="SFSP Meal Pattern"/>
Supper	<input type="text" value="SFSP Meal Pattern"/>
Offer Vs Serve	
Breakfast	<input type="text" value="Three of the four food components"/>
Lunch	<input type="text" value="Four of the five components"/>
Supper	<input type="text" value="Four of the five components"/>
Provide Meal Service Information	
Meal Preparation Method	<input type="text" value="Self preparation on site"/>
Site Location	<input type="text" value="Indoor"/>
Meal prepared/delivered	<input type="radio"/> Meals Prepared on Site <input type="radio"/> Meals Delivered to this Site
How many Children can eat at this site at one time	<input type="text"/>
How will the meal service be supervised (200 Characters)	<input type="text"/>
Select Meal Count Procedure for the site	<input type="radio"/> Meal count is taken at the end of the meal service line at the point it has been determined that the child has received a complete meal <input type="radio"/> Meal count is taken at the beginning of the meal service line. A person is positioned at the end of the line to verify that each child has received a complete meal. <input type="radio"/> Family Style Meal Service - The meal count is taken after the children have been seated and have received their meal. (Applicable for Camp Site Only) <input type="radio"/> Other <small>[If you selected 'Other' as meal count Procedure for the site please describe it] (150 Characters only)</small> <input type="text"/>
Check/Select all that apply to the site	
<input type="checkbox"/> Food service is the part of a regularly scheduled organized program of activities for children at this site <input type="checkbox"/> Procedures are in place for the adjustment of meal orders to reflect the number of children participating daily. <input type="checkbox"/> Site has adequate facilities for holding meals at proper temperatures or meals will be served within one hour. <input type="checkbox"/> Site has adequate facilities for storing leftover meals or meals are returned to the meal preparation kitchen <input type="checkbox"/> This site participated in the Summer Food Service Program in prior years	
Prior sponsor name	Most recent year of participation <input type="text"/> [YYYY]
CONTINUE	
[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training] [Civil Rights Compliance] [Site(s) Listing]	

Site Food Service Personnel Information

1. Click "New Record" to enter the title, number of hours devoted to the SFSP, salary per hour, specific food service duties and dates of employment for all food service persons at the site. To update information, click on the title of the operational position.
2. Click on "Continue" when finished.

Summer Food Service Program (2010) Application
Food Service Personnel Working at Site Information

999090 - Super Summer Food Program
330841 - XYZ Site

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Volunteer	100	0.00	0.00	serve, count meals, clean-up, order for next day	06/10/2010	08/10/2010

[NEW RECORD](#) [CONTINUE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

Summer Food Service Program (2010) Application
Food Service Personnel Working at Site Information

999090 - Super Summer Food Program
330841 - XYZ Site

Operational Labor Personnel
Review and update personnel information for those who will be responsible for working at sites. To add new personnel click 'New Record' button. To drop personnel from the list select the person and press 'Delete' button.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)	Total Hours Devoted to SFSP	Salary Per Hour, If Volunteer Enter Zero	Total Salary Amount for Program	Specific Food Service Duties	Start Date of Employment for the SFSP	End Date of Employment for the SFSP

[NEW RECORD](#) [CONTINUE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

Summer Food Service Program (2010) Application
Add New Food Service Personnel Working at Site Information

999090 - Super Summer Food Program

Operational Labor Personnel
Provide the titles, Employment Dates, Specific duties and Salary of the staffing personnel and click save button to save the data. Click 'Back' button to go back without saving.

Title of Operational Position (i.e., Cook, Assistant Cook, Volunteer)

Total Hours Devoted to SFSP

Salary Per Hour, If Volunteer Enter Zero

Specific Food Service Duties

Start Date of Employment for the SFSP [MM/DD/YYYY]

Start Date of Employment for the SFSP [MM/DD/YYYY]

[BACK](#) [SAVE](#)

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application]

List of Session(s) Registered

A session is the period of time in which meals are served at this site. Camps should list each group of children attending camp as a separate session. Occasionally the dates of these separate sessions will overlap - that is OK. Use "New Record" at the top of the page to add another session. Non-camp sites may also need to list more than one session if there is a break of a week or more between the dates of operation. For single session sites, list the beginning and ending date of meal service for the entire summer.

IT IS IMPARATIVE THAT CHANGES MADE TO THIS SECTION OF THE SITE APPLICATION BE SUBMITTED AND APPROVED BY DPI PRIOR TO THE CHANGE OCCURING. DPI CANNOT REIMBURSE A SPONSOR FOR MEAL SERVICE THAT HAS NOT RECEIVED PRIOR APPROVAL.

1. Click to **"New Record"**. Do NOT click on "Continue" until all sessions for the site you are working on have been entered.
2. When finished adding all sessions for the site you are working on, click "Continue" to take you back to the List of Site(s) Registered page.

The screenshot shows the 'List of Registered Session(s) Information' page for the Summer Food Service Program (2010) Application. The header includes the Wisconsin Department of Public Instruction logo and navigation links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. Below the header, there are links for Home and Submit Contract. The main content area displays the district name '10014 - Adams-Friendship School District' and the site identifier '330740 - ABC Site'. A text box instructs users to review/update session information, click on the session number to review or update information, add new sessions using the 'New Record' button, and delete sessions using the 'Delete' button. Below this, there is a table with three columns: Session No, Session Beginning Date, and Session Ending Date. At the bottom of the table, there are two buttons: 'NEW RECORD' and 'CONTINUE'. A footer section contains various links for application management, including Sponsor Info, Admin Personnel, Personnel Other Work, Budget, Management Responsibility, Sponsor Training, Civil Rights Compliance, Site(s) Listing, Site Application, and Site Operational Personnel.

Session Information

1. Enter the beginning and ending dates for this particular session.
2. Enter the number of days that the site will operate during each month listed. Enter "0" if not operating in a particular month.
3. Check each day of the week that the site will operate.
4. Meal Service Information - Select the meal services that will be provided under the SFSP at this site. Also provide the estimated number of children to be served daily, the estimated number of these children that are eligible for free and reduced priced meals, and the beginning and ending time for each meal service.

Entering Times of Meal Service - **Enter using decimals** (i.e. 8:30 as 8.30; 10:00 as 10.00, etc.). Select AM or PM.

Remember that if the site cannot meet the meal service time requirements specified in the SFSP regulations, a waiver may be requested. Submit a brief description of why the time requirements cannot be met to DPI. Confirmation of waiver approval will be provided in the SFSP Application-Agreement approval letter.

3. Click on "Save" when finished. You will be taken back to the List of Sessions page.

The screenshot shows the 'Add Session Information' page for the Summer Food Service Program (2010) Application. The header includes the Wisconsin Department of Public Instruction logo and navigation links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The page title is 'Summer Food Service Program (2010) Application Add Session Information'. Below this, it specifies '10014 - Adams-Friendship School District' and '330740 - ABC Site'. The form includes fields for 'Session Beginning Date' and 'Session Ending Date' (MM/DD/YYYY). A section for 'Number of Operating Days in each Month' has input boxes for May, June, July, August, and September. A field for 'Scheduled date(s) Site will be Closed (i.e. July 4th, etc.)' is also present. The 'Operating Days of the Week' section has checkboxes for Monday through Sunday. The 'Meal Service Information' section has a table for entering meal details.

Check Type of Meal to be Served	No. Of Children to be Served by Meal Type	No. Of Children eligible for Free Reduced Price Meal	Time Meal Service Begin	Time Meal Service End
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> AM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> PM Supplement	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/>	<input type="text"/> AM <input type="radio"/> PM	<input type="text"/> AM <input type="radio"/> PM

At the bottom of the form, there are 'BACK' and 'SAVE' buttons. A footer section contains links for various application components: [Sponsor Info], [Admin Personnel], [Personnel Other Work], [Budget], [Management Responsibility], [Sponsor Training], [Civil Rights Compliance], [Site(s) Listing], [Site Application], and [Site Operational Personnel].

List of Session(s) Registered

1. If you have more sessions to enter for the site, click on "New Record". To delete a session, click on the Session number and then click on the "Delete" button at the bottom of the session page.
2. When you are **finished** entering all sessions for a particular site, click on "Continue".
3. This will take you back to the **List of Site(s) Registered** page. If you have more **sites** to enter, click on "Add New Site". Follow the instructions as previously stated until all site information has been entered. When you are **finished** entering all sites, click on "Next" on the List of Site(s) Registered page. You will then be taken to the List of Documents to be Submitted to DPI for Approval page.
4. **When to delete a site** - when it was entered in error and when you are notified that the site will not operate at all. If the site serves meals, but has a change in the dates of operation, do not delete this site. Go to the site information by clicking on the Site Name and modify the dates of operation on both the Site Application page and the Session page. See more instructions for amending the application on page 30.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

Summer Food Service Program (2010) Application List of Registered Session(s) Information

10014 - Adams-Friendship School District
330740 - ABC Site

Review/Update session(s) information. Click on the session number to review or update information. To add new session click 'New Record' button. To drop session from the list select the session and press 'Delete' button.

Session No	Session Beginning Date	Session Ending Date
2747	06/10/2010	08/10/2010

NEW RECORD CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing] [Site Application] [Site Operational Personnel]

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home Submit Contract

Summer Food Service Program (2010) Application List of Sites Registered

10014 - Adams-Friendship School District

Listed below is/are site(s) valid for contract renewal process. Select the site by clicking site number and provide/update site contract information. Follow the same process for all the site(s) Agency wants to bring in the program. To 'Add' a new site to the contract, click the 'New Record' button and follow the instruction.

Site No.	Site Name	Type of Site
330740	ABC Site	Open
8513	Adams-Friendship Elementary	Open
8001	Adams-Friendship High School	Open
8081	Adams-Friendship Middle School	Open
8005	Friendship Park	Open
8389	Grand Marsh School	Open
8006	Lion's Park	Open
8007	Oak Ridge Apartments	Open

NEW RECORD CONTINUE

List of Documents to be Submitted to DPI for Approval

Based on the information provided in the Application you will be provided with a list of documents that must be submitted to DPI prior to your Application being approved. You may mail, fax or e-mail these documents to:

Amy J. Kolano, RD, CD
Summer Food Service Program Coordinator
Department of Public Instruction
PO Box 7841
Madison, Wisconsin 54707-7841
Fax: 608-267-0363
amy.kolano@dpi.wi.gov

The screenshot shows the Wisconsin Department of Public Instruction website. The header includes the DPI logo and the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION". Below the header is a navigation bar with links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The main content area is titled "Summer Food Service Program (2010) Application Document(s) Need to be Submitted for Approval" and "10014 - Adams-Friendship School District". A box titled "List of Document to be Submitted to DPI for Review" contains two items: "Letter to the Health Department" and "Written request to waive the meal service time requirement". Below this box is a "CONTINUE" button. At the bottom, there is a footer with links: [Sponsor Info], [Admin Personnel], [Personnel Other Work], [Budget], [Management Responsibility], [Sponsor Training], [Civil Rights Compliance], and [Site(s) Listing].

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | **Submit Contract**

Summer Food Service Program (2010) Application Document(s) Need to be Submitted for Approval

10014 - Adams-Friendship School District

List of Document to be Submitted to DPI for Review

- Letter to the Health Department
- Written request to waive the meal service time requirement

CONTINUE

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]
[Civil Rights Compliance] [Site(s) Listing]

Certification Page

1. Read the terms listed and the Agreement/Policy Statement (link provided at the bottom of the page). Click on the "Submit" button to agree to the terms and conditions of the Annual SFSP Application and Agreement/Policy Statement. This will submit the contract to DPI for review and approval. If you review or update information after the initial submission, you must always click the **"Submit"** button when exiting the contract to allow DPI to review the changes.
2. Print off a copy of the Agreement/Policy Statement and keep with a copy of the Application. School Food Authorities participating in the National School Lunch Program should refer to their Permanent Agreement/Policy Statement. A copy can also be found online at: <http://dpi.wi.gov/fns/index.html> **Permanent Agreement/Policy**.

The screenshot shows the 'Summer Food Service Program (2010) Application Certification' page. The header includes the Wisconsin Department of Public Instruction logo and navigation links: Home-Day Care, School Nutrition Program, Community Nutrition Program, Summer Food Program, and Logout. The page title is 'Summer Food Service Program (2010) Application Certification' and the district is '10014 - Adams-Friendship School District'. The main section is titled 'CERTIFICATION' and contains two parts: 'All Sponsors:' and 'In addition Sponsors Not Participating in the National School Lunch Program further Certify:'. The 'All Sponsors:' section includes a statement of truth and compliance with 7 CFR Part 3052, a statement of understanding of federal funds, and a statement about migrant sites. The 'In addition Sponsors...' section includes a statement about NYSP sites and a statement about seeking approval as a unit of local, municipal, county or State government. At the bottom, there is a 'Submit' button and a link to the 'SFSP Annual Agreement and Policy Statement'.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Home-Day Care | School Nutrition Program | Community Nutrition Program | Summer Food Program | Logout

Home | **Submit Contract**

Summer Food Service Program (2010) Application Certification

10014 - Adams-Friendship School District

CERTIFICATION

All Sponsors:

- I certify that the information within this application is true and correct to the best of my knowledge and that the applicant herein named is in compliance with the audit requirement stated in 7 CFR Part 3052.
- I understand that this information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
- If the applicant operates a migrant site(s), I certify that all migrant sites operated by the applicant serve children of migrant worker families. If the site(s) also serve non-migrant children, it is understood that the site must serve predominately migrant children.

In addition Sponsors Not Participating in the National School Lunch Program further Certify:

- If the applicant operates a National Youth Sports Program (NYSP) site(s), I certify that all NYSP sites operated by applicant serve only children enrolled in the NYSP; and that the NYSP site(s) comply with the Department of Health and Human Services guidelines for income eligibility for children attending the NYSP.
- If the applicant herein named seeks approval as a unit of local, municipal, county or State government, or as a private nonprofit organization, I certify that the applicant will directly operate the Program in accordance with SFSP regulation 7 CFR Part 225.14(d)(3).
- I agree to abide by the terms and conditions of the SFSP Application, Annual Agreement and Policy Statement.

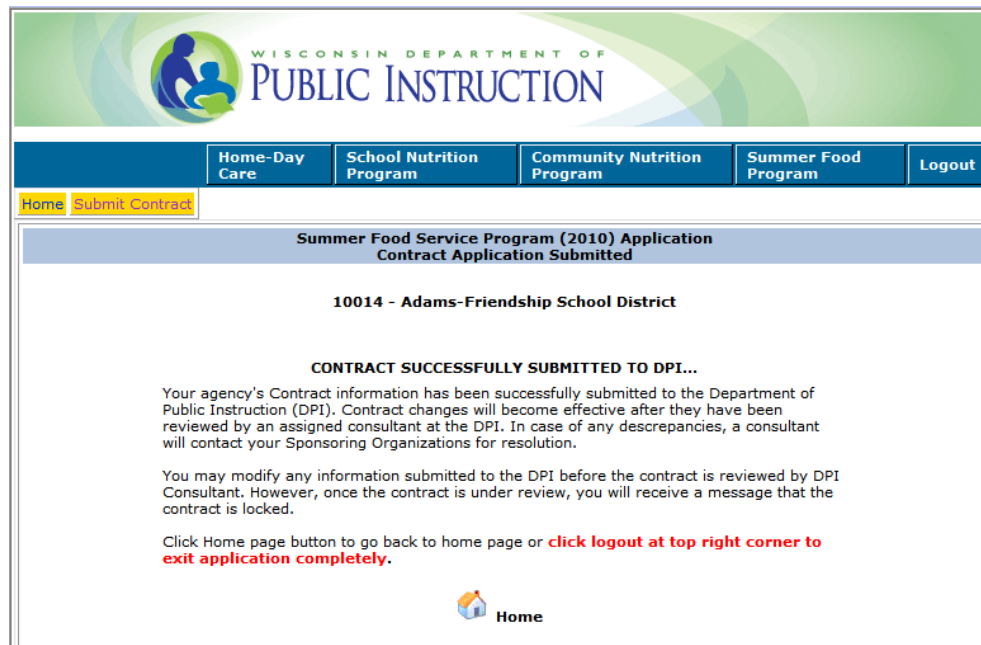
SFSP Annual Agreement and Policy Statement

Submit

[Sponsor Info] [Admin Personnel] [Personnel Other Work] [Budget] [Management Responsibility] [Sponsor Training]

SFSP Contract Confirmation

1. When your contract data has been received at the DPI, the following message appears **“Contract Successfully Submitted to DPI...”**
2. Click **“Home”** to return to the SFSP Main Menu for further modifications, if necessary.
3. Click the **“Logout”** button at the top, right hand side the page to exit the FNS system.



What happens next?

DPI will review the application. Once DPI begins the review of the application it will be 'locked' and the Agency will not be able to access it until it has been approved or when the DPI consultant unlocks it for the Agency to complete missing or incomplete information. If the application is incomplete, the Agency will be notified using the contact information provided in the contract Preparer/Enterer screen. A complete application will not be approved until the required documents are also sent in to DPI - see page 27 for details. Once approved, the Agency will receive an approval letter via e-mail or in the mail. If any waivers have been requested, the waiver decision will be included in the letter as well.

It is the Agency's responsibility to print off a copy of the approved Application. Once the agency has received the DPI approval letter, go back into the contract system and print off a copy to maintain on file for a period of three years, plus the current year.